Drill and/or Disaster Report

THIS FORM IS TO BE USED TO REPORT ALL FIRE, SEVERE WEATHER/TORNADO, BOMB, LOCKDOWN, AND EARTHQUAKE DRILLS OR EVENTS.

NAME OF SCHOOL _____ PRINCIPAL _____

☐ Drill ☐ Actual Event

TYPE OF DRILL OR EVENT: ☐Fire ☐Severe Weather/Tornado ☐Earthquake ☐Bomb Threat ☐ Lockdown

Date of Drill/Event _____ Time of Drill/Event _____

Time taken to evacuate building or to seek shelter _____

Time students returned to classrooms_____

Was good order maintained during the drill? ☐ Yes ☐ No

Was building safety ascertained? ☐ Yes ☐ No ☐ N/A

By whom? ☐ Superintendent ☐ Law enforcement ☐ Fire Department ☐ Other _____

Were students transported to another facility? ☐ Yes ☐ No

COMMENTS: (*Include any comments about safety or problems encountered during the drill.*)

_____

_____

_____

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_____

For each drill, the Principal/designee shall complete and keep on file this form and provide copy(ies) to the Superintendent/designee, as required.

_____ _____

Principal/designee's Signature ***Date***

THIS FORM IS TO BE USED WITH THE FOLLOWING POLICY/PROCEDURES:

05.41 AP.1	Fire (Drills twice in first two weeks then once each month)
05.411	Lockdown (One in first thirty [30] instructional days and again in January)
05.42 AP.1	Severe Weather/Tornado (One in first thirty [30] instructional days and again in January)
05.43 AP.1	Bomb Threat Response
05.47 AP.1	Earthquakes (One in first thirty [30] instructional days and again in January)

Review/Revised:9/26/2016